

Enter Local Uncollectible List Information - IRMS

Process

[UNCOLLECTIBLE BILL PROCESS IN THE LOCALITY](#)

Effective Date

01/01/2013

Purpose

This task is performed to manually enter Uncollectible information in IRMS to create an Uncollectible List of accounts that will be transferred to TAX in IRMS. The Locality Representative typically performs this task in January following the close of the processing year. The list may be transmitted to TAX on or after February 1 unless otherwise notified. The locality may submit only one Uncollectible List each year. Locality Representatives in the Local Treasurer's Office perform this task in IRMS.

Special Notes

- The *IRMS User Guide for Localities* contains a chapter concerning Local Uncollectible Information that will assist you when entering your Uncollectible information.
- The TAX Learning Management System (LMS) has a lesson, *Create, View, and Submit Local Uncollectible Information*, that provides training for the on-line method of Uncollectible List submission.
- The Local Uncollectible Entry window displays two tabs: "Customer Information" and "Local Uncollectible Entry".
- Entry boxes on the "Local Uncollectible Entry" tab have a white background. Display boxes have a gray background and will be computed by the system.
- The Locality Representative may submit the list in IRMS after the list is completed any time after February 1 unless otherwise notified.
CAUTION: The submit function may be used only once. The list must be complete **before** using the submit function in IRMS.

Procedure

Responsibility

Treasurer's Office Locality Representative

Steps

1. Obtain the data for your Uncollectible list from the automated or manual system used in your locality.
2. Access IRMS and create the Local Uncollectible List information for your locality.
 - A. Open the Tax Information window in IRMS.
 - B. Enter the required information.

- Taxable Year of the Uncollectible bills
CAUTION: Ensure that the correct Tax Year of the Uncollectible bills is entered. Entering the incorrect year will delay processing of your list.
- First and Last Name of your Local Treasurer
- C. Select "Create List" to open the Local Uncollectible Entry window.
- 3. Search for the first customer in IRMS from the Customer Information tab.
 - A. Enter the search information for the customer.
 - TAX Type - Fiduciary or Individual Income
 - External ID
 - Individual Income customer - enter the Primary or Secondary SSN
 - Fiduciary customer - enter the FEIN
 - B. Click FIND to locate a match.
NOTE: The system prompts you if a match is not found.
 1. If a match is found, go to Step 4.
NOTE: The system displays the customer's information.
 2. If no match is found for an Individual Income Tax Customer, re-enter the search information as if for a Fiduciary and go to Step 4 once the customer is found or cancel the local uncollectible entry process and end this task for this customer.
 3. If no match is found for a Fiduciary Tax Customer, re-enter the search information as if for an Individual and go to Step 4 once the customer is found or cancel the local uncollectible entry process and end this task for this customer.
 - C. If you ended a search in Step 3B2 or 3B3, contact the TAX Local Uncollectible Team at (804) 367-8196 or for assistance.
- 4. Review the displayed customer information.
 - A. If the correct customer displays, go to Step 5.
 - B. If customer information needs to be corrected in IRMS,
 1. Fax the necessary information for TAX to make the IRMS corrections to the designated contact person at TAX.
 2. Cancel the local uncollectible entry process and end this task for this customer until the IRMS information has been updated.
 - C. If the wrong External ID was entered, click CLEAR and search on the correct External ID.
- 5. Click the Local Uncollectible tab to display the entry screen for the selected customer.
- 6. Enter the uncollected Commissioner assessed amounts in the first five entry boxes on the left side of the window.
 - Original Uncollected Tax
 - Outstanding Late Filing Penalty
 - Outstanding Interest
 - Outstanding Addition to Tax - 760C/F
 - Outstanding Extension Penalty
- 7. Enter the uncollected **Treasurer** assessed amounts in the lower two entry boxes on the left side of the window.
 - Treasurer's Uncollected Late Payment Penalty
 - Treasurer's Uncollected Interest
- 8. Enter the **January collected** amounts for the customer in the first five entry boxes on the upper right side of the window.
 - January Collected Original Tax
 - January Collected Late File/Late Payment Penalty (Total of Commissioner + Treasurer amount)

- January Collected Interest (Total of Commissioner + Treasurer amount)
 - January Collected Addition to Tax - 760C/F
 - January Collected Extension Penalty
9. If you wish to save local tracking information in IRMS, enter locality information in the following optional boxes.
- Assessment Sheet Page
 - Assessment Sheet Line
 - Item Number
10. If the assessment date is after May 3rd, enter the assessment date in the "Date of Assessment Box".
NOTE: The date will default to May 1st. You may not enter a date earlier than May 1st.
11. Click RECALC to calculate the entries for the gray display boxes.
12. Compare the data in the gray boxes to your Uncollectible information to validate that you entered data correctly.
- A. If the data is incorrect, find the error and key the correct data.
 - B. If the data is correct, click SAVE to save the customer's information.
- NOTE:** The entered data may be changed at any time before the list is submitted.
13. Repeat this task until all customers are entered on the Local Uncollectible List, or click CLOSE to exit the Local Uncollectible Entry window.

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